

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Logistics Coordinator

Revision Date: 03/2012

EEO Category: Protective Service

Status: Non-Exempt

Control No: 30463

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Fire Chief and reporting directly to the Medical Officer; responsible for overseeing vehicle repair and maintenance; coordinating apparatus movement to and from fleet; inventory and purchase requests for medical supplies; and assist training division as needed.

III. Essential Duties:

- Drive and operate department apparatus in non-emergent situations.
- Ensure that all department apparatus and equipment is maintained and prepared for safe operation and use.
- Provide instruction and training for fire personnel in both fire and medical scenarios.
- Coordinate equipment and apparatus repair and scheduling with appropriate vendors or Fleet.
- Inventory and manage medical, fire and station supplies.
- Purchase equipment and supplies following approved purchasing and bid procedures.
- Ensure annual pump testing and ladder testing are completed and records maintained.
- Ensure annual safety inspection of all SCBAs and maintain records as per manufacturers' specifications.
- Ensure quarterly testing of fresh air compressors and maintain records.
- Schedule any small tool repairs needed.
- Effectively follow directions from supervisor(s).
- Promote a positive attitude among department personnel and other contacts.
- Maintain personal fitness in order to effectively perform essential duties of job.
- Inform supervisor if ability to effectively perform duties of job is impaired.
- Tow trailers as needed.

Additional Duties:

- Maintain proficiency in advanced life support procedures and training techniques.

IV. Marginal Duties:

- Assist Fire Prevention as assigned.
- Perform other duties as assigned.

V. Qualifications:

Experience: Requires five years full-time experience with Sandy City Fire Department including one year as Logistics Assistant prior to advancement to Logistics Coordinator.

Certificates/Licenses: Requires a valid Utah Driver's License; state of Utah Firefighter II certification; state of Utah Apparatus Driver Operator certification; state of Utah Advanced EMT certification; and Fire Inspector I certification. In addition, Instructor I and EMT Instructor certifications and certificate of completion showing competence in proper hookup and towing of trailers (through Sandy City Parks or other approved class) are required. All certifications must be maintained throughout the tenure of this position.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Fire Department policies and procedures; fire ground procedures, including fire streams, forcible entry, water supply, salvage and overhaul; fire pump operations; command procedures; inspection procedures; international fire code; sprinkler systems; alarm and communication procedures.

Responsibility for: The repair and general maintenance of department apparatus, equipment and pumps; the performance of manipulation skills outlined under the Utah State Apparatus Driver Operation Certification Program; ordering and inventory of supplies and equipment in accordance with City policies. Assist Medical Officer in providing quality training for department as assigned.

Communication Skills: Ability to communicate verbally and in writing; ability to write reports. Must have the knowledge and skills to deal with vendors and stay within the Sandy City purchasing policies.

Tool, Machine, Equipment Operation: Frequent use of fire and medical equipment including hose lines, nozzles, pumps, hydrants, extinguishers, ladders, hand tools, extrication tools, air masks, etc.

Analytical Ability: Ability to analyze and solve problems; establish and maintain effective working relationships with the public and City personnel.

VI. Working Conditions:

Physical Demands: Duties of job require moderate to heavy physical exertion; constant seeing and hearing; constant attendance; must be able to wear and work in fire department breathing apparatus; requires great muscular exertion, stooping, kneeling, climbing and balancing.

Working Conditions: Generally comfortable working conditions; the noise level in the work environment is usually minimal. Moderate mental pressure and fatigue exist during an average day due to exposure to deadlines and contact with others. Professionalism and discretion required when working with the public and various vendors. Must follow the city bid process and observe deadlines. Minimal overtime required; typically work shifts are 8 hours in length; possible call backs on days off.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/ DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT APPROVED BY: _____ DATE: _____